

**BY ORDER OF THE COMMANDER,  
436TH AIRLIFT WING**



**AIR FORCE MANUAL 23-110, VOLUME 2  
PART 13 CHAPTER 1**

**DOVER AFB  
Supplement 1**

**9 JUNE 2003**

**Supply**

**STANDARD BASE SUPPLY CUSTOMER'S  
GUIDE**

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Pages: 2

Distribution: F

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**AFMAN 23-110, Volume 2, Part 13, Chapter 1, 1 April 2003, is supplemented as follows:** This supplement prescribes specific guidance for all DAFB users and customers.

1.3.5.2. A contractor has been hired to complete the function of Base Service Store, Individual Equipment and Tool Issue. Base Supply no longer supports this function.

1.3.5.4. The equipment management function has been regionalized at Scott AFB. For equipment related support contact Customer Service.

1.9. Request to add, change, or delete supply accounts (organizational records) are submitted on Dover Form 149, **Request for Load/Change/Delete of Organization Record**, in four copies to Customer Service. If accounts requested are initial (new organization) make reference to the activation general orders or AFI 25-101 Support Agreement Procedures.

1.9.15. Management listings and reports are now accessible through the Regional Supply Squadron link, <http://amclg.scott.af.mil/amcrss/reports/>.

1.10.1. The Base Automated Service Store support for administrative supplies, hand-tools and warranted tools have been contracted out.

1.10.2. Commanders with mobility requirements must appoint deployment custodians in writing to Customer Service.

1.10.3.1. Submit all requests for appointment or changes by letter or form directly to Customer Service.

1.10.5.1. Customers will contact Customer Service for Defense Reutilization and Marketing Office (DRMO) withdrawals as outlined in Part Two, Chapter 9.

1.14. Base customers will use the Government Purchase Card (GPC) for all local purchase and General Services Administration items under \$2,500. Local purchase requests greater than \$2,500 must process through base Contracting. Weapon system items require written approval by the appropriate weapons system item manager prior to purchase.

- 1.19. If unable to fit organizational refusal information on the Standard Asset Tracking System (SATS) label, use a plain piece of paper for brief explanation and attach it to the SATS label.
- 2.4. Management listings and reports are now accessible through the Regional Supply Squadron link, <http://amclg.scott.af.mil/amcrss/reports/>.
- 3.5. The 436th Logistic Readiness Squadron no longer supports this function. Administrative/janitorial supplies should be purchased utilizing Government Purchase Card (GPC). Contracting Squadron is the main point of contact governing GPC program.
- 3.6.1. Contact Customer Service to load, change, or delete bench stock authorizations.
- 3.10.2. The supported activity must send a list of items to be placed on the supply point to the Distribution Flight, 436 LRS/LGRD.
- 3.14. Hazardous items must be procured through the Hazardous Material (HAZMAT) Pharmacy.
- 4.3. Equipment and consumable items will be picked up from on base activities by dispatch operations. Items downgraded to scrap will be picked up by dispatch operations for transfer to DRMO if requested by the organization.
- 4.4.2.1. Organizations must provide a list of the turn-in pick up points and locations to vehicle operations.
- 4.5.1. Equipment custodians ask for turn-in of equipment on the Custodian Authorization/Custody Receipt Listing (CA/CRL) by sending AF Form 601, **Equipment Action Request**, or AF Form 2005, **Issue/Turn-In Request**, to Customer Service. Turn-in of serviceable equipment items that are not on the custodial CA/CRL (non-EAID) is also called into Customer Service.
- 4.6.4.4. Serviceable equipment items not on the CA/CRL are called in to Customer Service with the following information: NSN, quantity, organization and shop code and condition code (user's opinion).
- 4.7.1. Hazardous materials will be authorized and ordered in accordance with AFI 32-7086, *Hazardous Material Management*, Chapter 2 and Attachment 2, by using the AF Form 3952, **Chemical Hazardous Material Request Authorization**, accompanied with the Material Safety Data Sheet, and ordered through the HAZMAT Pharmacy. All hazardous materials must have prior approval from Bio-Environmental Engineering and the Civil Engineer designated representative and is coordinated through HAZMAT. Unauthorized hazardous materials purchases, made by organizations using GPC, will be reported and investigated by the Contracting Squadron and/or the Hazardous Materials Management Program Team.
- 5.5.1.1. The D18 is available electronically in the customer's distribution box or through the Regional Supply Squadron link, <http://amclg.scott.af.mil/amcrss/reports/>.
- 5.5.2.1. M30 and M09 listings are available electronically in the customer's distribution box or through the Regional Supply Squadron link, <http://amclg.scott.af.mil/amcrss/reports/>.
- 7.2. Management listings and reports are now accessible through the Regional Supply Squadron link, <https://amclg.scott.af.mil/amcrss/reports/>.

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